

HUMAN RESOURCES MANAGER

DEFINITION

Under administrative direction, to plan, organize, direct, and manage the activities of Human Resources and City Clerk divisions including classification and compensation, recruitment, employment services; organizational development and training, employee relations, benefit administration, risk management functions, and City Clerk functions; to supervise, train, and evaluate the work of staff assigned to Human Resources and City Clerk divisions; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Confidential, Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is the senior staff, mid-management classification for the position which has responsibility for managing and directing the services and functions of Human Resources and City Clerk divisions, as well as serving as the primary human resources advisor for the City Council, City Manager, and City staff.

REPORTS TO

City Manager, Deputy City Manager, or as assigned.

CLASSIFICATIONS SUPERVISED

May exercise direct or indirect supervision over professional, technical, or clerical personnel as assigned.

ESSENTIAL FUNCTIONS

Plans, organizes, manages, and directs human resources and City Clerk functions; develops, plans, and implements department goals and objectives; recommends and administers policies and procedures; administers the City's human resources functions; directs and coordinates recruitment and selection for vacancies including screening and testing applicants for City positions; and directs and coordinates job announcements and schedules interviews. Performs classification and compensation duties; conducts compensation surveys and other research for labor relations negotiations; maintains compensation and pay plan; and maintains City classification plan and updates job specifications. Administers labor units memoranda of understanding. Develops, plans, implements, and administers City personnel policies and procedures. Administers leave under applicable state and federal laws including, but not limited to, the Federal Family Medical Leave Act, California Pregnancy Disability Leave, and California Family Rights Act. Administers and participates in advising departments on proper handling of employee issues including employee selection, training, evaluation, counseling,

disciplinary actions, grievances, and appeal hearings. Works with City management staff on personnel actions, providing advice and consultation on appropriate rules, regulations, and procedures. Directs the upkeep and maintenance of centralized personnel records. Maintains City Seal; provides information regarding City Council actions, City ordinances, FPPC requirements, and government organization; coordinates municipal elections, oversees staffing City Boards and commissions, ensuring proper posting of vacancies and appointments, and serves as FPPC Filing Officer for the City. Oversees the City's general liability insurance claims management and works closely with third party claims administrators on insurance related issues. Oversees and administers contract and grant development and administration. Serves as capital projects coordinator by overseeing capital projects and budget. Supervises and participates in development and administration of the City Clerk, Human Resources, Employee Benefits, and Risk Management budgets and City personnel budget; directs for forecast of additional funds needed for staffing, equipment, materials, and supplies; and monitors and approves expenditures. Participates in "meet and confer" sessions with employee organizations. Manages daily activities of Human Resources and City Clerk divisions; and supervises the preparation of the City Council agenda and packet. Coordinates and supervises meetings and activities with the City Council, City staff and other agencies and organizations; provides highly responsible technical and administrative support to the City Council and City Manager; directs special projects and research as assigned; and prepares and presents staff reports and correspondence. Provides periodic reports on department activities to the City Council; and attends City Council meetings as required. Supervises, trains, motivates, and evaluates work performance of assigned office support staff; and provides and coordinates staff development and training. Attends night and weekend meetings as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of municipal organization, administration, and public personnel management including employer-employee relations, recruitment, and classification and pay.
- Pertinent federal, state, and local laws, codes, and regulations.

- Legislative duties and responsibilities of the office of the City Clerk.
- Records management, establishment and maintenance of files, and information retrieval systems.
- Municipal laws and procedures, election laws, and fair political practice requirements.
- Budget development, administration, and expenditure control.
- Contract and grant development and administration.
- Computers and software applications related to personnel management and City Clerk functions.
- City Manager and City Council policies, rules, and regulations.
- Procedures and functions of the City Manager's office.
- Principles of personnel management, supervision, training, and employee evaluation.

Ability to:

- Plan, organize, manage, and direct the human resources and City Clerk functions.
- Develop and implement department policies and procedures.
- Prepare and monitor department budgets.
- Communicate clearly and effectively.
- Consult with City elected officials, management, and staff.
- Prepare clear and concise reports and develop appropriate recommendations.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Provide supervision, training, and work evaluations for assigned staff.
- Plan, organize, and supervise the work of assigned staff.
- Establish and maintain effective working relationships with staff, public, and organizations.

Training and Experience:

- Five (5) years of increasingly responsible professional experience in human resources.
- Three (3) years performing in a supervisory capacity.
- Knowledge and experience of legislative responsibilities of the office of the City Clerk including records management is highly desirable.

Education:

- Graduation from an accredited college or university with a bachelor's degree in personnel administration, public administration, business administration or closely related field. Master's degree in public administration is highly desirable.

License:

- Possession of valid California driver's license.

SPECIAL REQUIRMENTS

- None.

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